

CITY OF MILPITAS  
LIBRARY ADVISORY COMMISSION  
Monday, May 19, 2003

**UNAPPROVED MINUTES**

A. Chairperson Hay called the meeting to order at 7:05 pm.

**B. ROLL CALL**

Members Present: Margie Stephens, Diane Davis, Trinidad Aoalin, Sen Fan,  
Marilyn Hay, Carmen Montano, Sonny Wang

Alternates Present: Titus Cascaro, Yu-Lan Chou

County Staff Present: Linda Arbaugh, Community Librarian  
Melinda Cervantes, County Librarian

City Staff Present: Lynette Wilson, Recreation Program Coordinator  
Cynthia Maxwell, Principal Administrative Analyst  
Lisa Ciardella, Public Services Clerk

City Council Present: Patricia Dixon, Vice Mayor

**C. SEATING OF ALTERNATES**

None

**D. APPROVAL OF MINUTES:**

MOTION to ratify the actions by the commissioners in the Minutes for March 17, 2003 with the following changes:

- Chairperson Hay called the meeting to order.
- Under Old Business, Item 1.1, fourth paragraph: change "progress" to "process".
- Under Other Business, Item 1: FOML checkbook balance was \$35,372.53.

M/S Montano/Davis. Unanimous.

**E. ANNOUNCEMENTS/CORRESPONDENCE:**

Commissioner Montano announced the Senior Awards Night was on May 20, 2003, at Milpitas High School.

Commissioner Hay thanked Commissioners Davis, Fan, and Chou for their help with the book sale for the Friends of the Library. She also thanked the Commission for their review of the Friends of the Milpitas Library brochure.

Commissioner Aoalin announced that the Fil-Am Fiesta will be held at the Milpitas Community Center on June 7, 2003, and she passed out fliers about the event.

**F. CITIZENS FORUM:**

Al Garcia, CAC Commissioner, 1134 Ridgmont Dr. announced that the Milpitas Police and Fire Departments will be coordinating the National Neighborhood Night Out on Tuesday, August 12, 2003, and all neighborhoods are invited to attend. National Neighborhood Night Out is a great way to build a sense of security and spirit in your neighborhood and is also a great way to meet your neighbors. If interested sign-ups are being taken through the police department.

**G. ADOPTION OF AGENDA**

MOTION to approve the Agenda for May 19, 2003.  
M/S Davis/Aoalin. Unanimous.

**H. OLD BUSINESS:**

**1.1 Library Building Project Update**

Cindy Maxwell, Principal Administrative Analyst, reported that the contract for the Library Building Program evolved into a Civic Center site plan to incorporate parking and open space, and went to City Council in April, 2003, for approval. The consultant is currently working on 6 different footprint alternatives which will be presented after the Library Subcommittee has reviewed them.

Commissioner Fan asked about the new library being built in phases. Ms. Maxwell responded that phases could be an option. The new facility is projected for 20 years of growth.

Commissioner Davis asked when the current library outgrew its space. Linda Arbaugh, Community Librarian, responded approximately 1995-1997.

Commissioner Fan commented there should be space for future expansion. Vice-Mayor Dixon responded the current library's foundation is not suitable for a second floor. The new library will have some type of expansion flexibility for future needs.

**1.2 Library Tours Update**

Ms. Maxwell reported that herself, Commissioners Hay, Stephens and Chou, and Greg Armendariz, Project Manager, went on a tour of the temporary library sites in Saratoga, Cupertino, and Santa Clara. Saratoga is operating with one-third of its collection in a modular building. Cupertino is in an industrial building and does not have their full collection. Santa Clara is in 55 modular units and has access to its full collection. Ms. Maxwell and Mr. Armendariz also visited performing art centers at Santa Clara University and the Mountain View Center for Performing Arts. Santa Clara University has a 535 fixed seat theater. Mountain View has three areas, which include "black box" theater, fixed seating and stage theater, and outdoor theater.

Ms. Maxwell stated that the focus should be on the library and not performing arts space due to the specific needs and space of an actual "theater." She added that there would be space dedicated for the display of art in the library.

Commissioner Stephens asked the status of the current Transient Occupancy Tax (TOT). Vice Mayor Dixon responded that it has fallen off somewhat the last few years. Commissioner Hay added she remembered Finance Director Emma Karlen recently said it was approximately \$1.2 million.

### **1.3 Work Plan Status Report**

This item has been continued from previous meetings. Commissioner Aoalin requested input on the handbooks and goals and objectives from other library commissions that were distributed earlier.

Commissioner Davis stated she would like to have a handbook that would not change, but the goals and objectives would. The handbook would also be made available to the public.

Commissioner Wang stated the Commission is an advisory group and the defined goals would require City Council approval. He also asked about City Council's support for the building.

Commissioner Hay responded the role of the Commission has not been defined with the library building project.

Vice Mayor Dixon responded that \$5 million of Reserve Funds had been designated for the project. Additional funding was undetermined due to the building still in the pre-design stage. Ms. Dixon added the goals should be flexible, and they should be both short and long term. They should be compiled and sent to City Council for their approval since it will raise the public's awareness if it receives the Council's approval. Broad goals do not require City Council's approval, but specific goals would.

Commissioner Hay suggested a sub-committee be formed to work with developing a handbook, goals and objectives. She would like to see ten goals and objectives made.

Motion to form sub-committee to work on the handbook and to develop a draft of the Commission's goals and objectives.

M/S Davis/Fan. Unanimous.

The subcommittee will consist of Commissioners Aoalin, Chou and Montano.

### **1.4 Board Effectiveness Training**

The Board Effectiveness Training will be held on June 28, 2003, from 9:00 am-12:00 pm, in the Josephine Guerrero Room at the Library.

## **I. NEW BUSINESS**

### **1.1 SCC Library Tax Measure Extension**

Melinda Cervantes, County Librarian, reported that Measure A, which was voted for in 1995 when library services were reduced because of a funding shift from libraries to education, and will end in June 2005. Currently Measure A brings in \$5.2-\$5.5 million annually. The Joint Powers Authority

(JPA) has formed an election committee to take it back to the voters and continue its funding. A Polling Consultant survey will be done in late May-early June.

Ms. Cervantes announced a meeting for Library Advisory Commissioners and stakeholders on May 22, 2003, at the Campbell Community Room. The guest speaker would provide information, as well as a timeline, on the upcoming ballot measure. The goal is to get Measure A on the March, 2004, ballot.

Ms. Dixon, stated that if the item is not passed by the voters in March, 2004, they have to wait a year to get it on the ballot again, but if they put it on the ballot in November, 2004, and lost, the funding would also be lost.

Ms. Cervantes said that the money is used to add to the collections as well as to add additional hours to the libraries. If other cities have to make cuts to their hours, Milpitas will likely receive their overflow.

On June 26, 2003, there will be a planning meeting at 3:30 pm at the Campbell Community Center. Ms. Cervantes said she would send the information to Lynette Wilson, Recreation Services Coordinator, who could distribute it to the Library Commissioners.

Ms. Dixon said that a consultant is currently being looked for and \$250,000 is needed for a campaign. The Friends of the Library can also do fund-raisers. The kick-off date for the Campaign is on July 30, 2003, at the Cupertino Senior Center, and more information will be mailed.

Commissioners Hay, Stephens and Chou, and Ms. Arbaugh stated they would attend the informational meeting on May 22, 2003.

## **1.2 July 4<sup>th</sup> Parade Participation**

Commissioner Hay stated that June 6, 2003, is the deadline to submit entries for the 4<sup>th</sup> of July Parade, which will be held at 11:00 am. The Commissioners stated they would like to have the County Library's Bookmobile as a part of their parade entry. Ms. Arbaugh said she would look into it.

Motion to participate in the 4<sup>th</sup> of July Parade with the Bookmobile.  
M/S Wang/Fan. Unanimous.

## **1.3 Review of 2004 LAC Meeting Schedule**

Ms. Wilson stated she is currently compiling the 2004 City Calendar, and saw a conflict with the Commission's January, 2004, meeting scheduled on a City Holiday (Martin Luther King Jr's. Birthday). Ms. Wilson requested the Commission to change their January date to not conflict.

Motion to move the LAC Meeting to the second Monday in January so it does not conflict with the holiday.  
M/S Stephens/Hay. Unanimous.

## **J. OTHER BUSINESS**

### **1. Friends of the Milpitas Library**

Commissioner Stephens reported the following:

- Friends gave a first-quarter gift of \$3,300 to the library.
- The FOML checkbook balance is \$35,800.
- The inside sales raised \$3,000 during the first-quarter.
- The book sale went well and earned \$6,500, which is the highest revenue to date for the book sales.

### **2. County Librarian Report**

Ms. Cervantes reported that in May, 2003, there should be a revised budget from the Governor. She added that April 30, 2003, was California Library Associations Day. Three Commissioners, 1 JPA member and one Friend from San Jose went to Sacramento for the day and were among the other 500 people there, and met with nine legislators. The Santa Clara County Budget was taken to JPA and will be voted on June 5, 2003.

Ms. Cervantes also reported that on June 21, 2003, Saratoga will have a re-grand opening celebration of their library from 11:00 am-4:00 pm. They expect to be closed no more than three weeks for the move and have already begun moving some of the collections. They will be open to the public starting June 9, 2003.

Ms. Cervantes announced the County Library hired Sara Flowers as its new Deputy County Librarian. Ms. Flowers has served in the position in the acting capacity, and has been the Community Librarian Supervisor in Morgan Hill.

She added that the Silicon Valley Library System and Peninsula Library System held a breakfast on April 26, 2003, with Jackie Spears on library issues.

### **3. Community Librarian Report**

Linda Arbaugh, Milpitas Community Librarian, reported that there are three full-time positions on hold in case of any potential lay-offs. A half-time employee is currently on leave for four months.

Effective August 7, 2003, the Milpitas Library will be implementing a new technology software program (Horizon Program), and over 9,000 records are being migrated over to it. Also, approximately 12% of the patrons are using the self-checkout machines.

Ms. Arbaugh, also reported that Special programming continues to take place. On May 20, 2003, a dance performance held in the Community Room. On June 16, 2003, the Summer Reading Club program begins. The movie discussion group will also continue through the summer.

The library will be closed Sunday-Monday, May 25-26, 2003, in observance of Memorial Day.

**4. City Council Report**

Vice Mayor Dixon reported that City Council meetings would begin at 7:00 pm, starting in August, 2003. The Council also passed a balanced budget and 5 year CIP budget with a conceptual vote of 4-1.

**5. City Staff Report**

Lynette Wilson, Recreation Services Coordinator, reported the following:

- On May 8, 2003, registration began for the Summer Recreation Programs.
- Rainbow Theatre will be holding auditions for Guys and Dolls on May 20-21, 2003.
- On May 26, 2003, at 9:00 am, the Memorial Day Ceremony will be held at the Civic Center's Veteran's Memorial.
- On June 20, 2003, the Milpitas Community Concert Band will hold its last concert of its tenth season.

**6. Future Agenda Items**

Update on Library Project

Report on Library Tours

Work Plan Status Report – Handbook/Sub-Committee

Library Tax Measure

**K ADJOURNMENT:**

MOTION to adjourn meeting at 9:02 pm. M/S Davis/Hay. Unanimous.

Respectfully Submitted,

Lisa Ciardella